

**King, Valerie A.**

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**From:** King, Valerie A.  
**Sent:** Tuesday, August 28, 2001 3:35 PM  
**To:** Kinser, Robin D.; McKinney, Willie J.; Podraza, Ken F.; Lau, Raymond W.; Hirnikel, Daniel J.; Gullotta, Frank P.; Davies, Bruce D.; Koller, Debbie  
**Subject:** RE: Understanding Smoking and Health Review - Richmond Projects

Hi all:

I just wanted to let you know that we are planning to go forward with this project review on September 26. In order to accommodate Rick's schedule, however, we will begin the project review at 9:30 and run until 1:30 pm (unless we finish early). We will have lunch brought in.

Please block this date/time on your calendar. I will forward a tentative agenda and revised presentation template shortly.

Thanks,  
Valerie

-----Original Message-----

**From:** King, Valerie A.  
**Sent:** Monday, August 13, 2001 2:38 PM  
**To:** Kinser, Robin D.; McKinney, Willie J.; Podraza, Ken F.; Lau, Raymond W.; Hirnikel, Daniel J.; Gullotta, Frank P.; Davies, Bruce D.; Koller, Debbie  
**Subject:** Understanding Smoking and Health Review - Richmond Projects

Hi all:

I am trying to schedule the Understanding Smoking and Health project review. Since the projects in this part of the plan are so numerous, I am breaking the review up over several half-days. We will cover all of the Richmond S&H projects together in one half-day.

To that end, please advise me of your availability on the following dates:

-September 26  
-September 27

The review of the Richmond projects will require about 4 hours (app. 15 minutes per project). We should start at 8:00 am Richmond time and wrap-up around noon.

Please let me know your availability by next Tuesday (**August 21**).

Thanks,  
Valerie